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DD/ST# 072-69

OSP-0015-69

3 January 1969

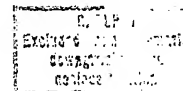
MEMORANDUM FOR: Records Management Officer, DD/S&T
THROUGH : Records Management Officer, OSP
SUBJECT : Quarterly Report on Records Purge

1. The Office of Special Projects had 10 cubic feet of records destroyed at the Records Center during the past quarter. Originally this Office had hoped to destroy 56 cubic feet of records. However, after a review of the documents in storage at the Records Center, it was felt that a revision of the OSP Records Retirement Schedule was necessary in order to reflect properly the historical nature of the programs conducted by this Office. For example -- the Mission Reporting File Series constitutes the bulk of documentation from OSP being held under permanent retention at the Records Center. Under the revised Records Retirement Schedule, the aforementioned series now is separated into permanent and temporary categories. Accordingly, the revised schedule will enable this Office to destroy in 1969 approximately 45 cubic feet of records now being held at the Records Center.

2. Considerable effort was spent during this quarter verifying and establishing offices of record for OSP documents. A better foundation thus has been established for the application of schedules. Additionally, during the quarter, a review of the OSP paper work systems and document control procedures was conducted with the assistance of [REDACTED] of the Records Administration Branch, Support Services Staff, DDS. This review was conducted in order to improve document flow and control within the Office. Significant effort also was spent improving several file systems in OSP.

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3. The OSP Records Management Officer, in conjunction with [REDACTED] has feasibility studies underway regarding the employment of micro-reduction techniques to project reports and other technical data. This study examines techniques of micro-filming, aperture cards, and microfiche; all in an attempt to improve retrieval procedures and to reduce record-holding space. Attendant storage and retrieval systems are also being studied.

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4. Fifteen cubic feet of documents were transferred to the Records Center during this quarter. There have been no transfers of OSP Records to other components or agencies during this quarter.

[REDACTED]

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Chief, Support Branch

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